



Security Advisory on Electronic Transmission of Information

Using the internet to process your benefit and entitlement transaction involves the electronic transmission of personal information. When you use the **EBIS** you are consenting to the electronic transmission of the information you have requested. Your consent is effective during the entire time you are accessing information through the web site. Be assured that your personal information will be protected. Information is sent over a secure connection and cannot be viewed by anyone else using the web.



www.donhr.navy.mil

EBIS



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EBIS

Employee Benefits Information System

What is the **EBIS**?

The **EBIS** is a web application that allows Navy civilian employees to access general and personal benefits information, and conduct electronic transactions using a computer. The system contains comprehensive information and personalized benefits statements.

*"Providing Excellence in Benefits
Customer Service"*



What can the **EBIS** do for me?

EBIS allows you to:

- View your FEHB, FEGLI and TSP benefits information
- View and/or void your projected FEHB, FEGLI and TSP actions
- Enroll, change or stop your FEHB, FEGLI and TSP benefits
- Make open season changes
- Receive retirement annuity estimates
- Find out about death benefits for your family
- Get personal benefits statements
- Make family FEHB enrollments without a benefits counselor
- Print benefits information documents

Why use the **EBIS**?

It's Fast. With a few clicks of your mouse you will not only be able to retrieve your own personal benefits information, but you can also make transactions without the need for paper forms or a benefits counselor. You will also have the benefit of receiving a receipt indicating your transaction has been processed.

It's Safe. On your first visit to the **EBIS** you will be required to set up a user account on a Security Log-on page. You will be prompted to answer several questions about your personnel record. Once you have answered these questions accurately, you will be required to create your own password and Personal Identification Number (PIN) before making any transaction in the system.

It's Convenient. You can access the **EBIS** 7-days a week, 24 hours a day. All transactions can be made without the need for a benefits counselor or the use of paper forms.



How do I access the **EBIS**?

Go to the Department of the Navy (DON) web site www.donhr.navy.mil.

- Click on the 'Pay & Benefits' link.
- Click on 'DON Civilian Benefits Information (**EBIS**)'.
- Click on '**EBIS**'.
- You will then be connected to the **EBIS** Security Log-on page.

What information will I need to access the **EBIS**?

If you are a first time user, you will need to create a user account. Your Social Security Number, Date of Birth, Service Computation Date (SCD) for Leave, Civilian Pay Plan, Grade and Step in Grade are all needed in order for the database to verify that you are an authorized user. This information can be found on your most recent Leave and Earnings Statement or on your SF-50. Once your identity is verified then you will be asked to establish a password. Once the system accepts your password, you will be able to proceed to the **EBIS** application.



How do I get a PIN?

Initially your PIN will be your month and year of birth (mmyy). The system will require you to change your PIN to a 6-digit number of your choice. There is also a menu option that allows you to change your PIN if you have forgotten it.

How will I know what to do once I access the **EBIS**?

Getting information or making a transaction is easy. Once you access the **EBIS** application, select the menu option for the information you are seeking. Click on the menu option and you will be provided the information you requested or additional menu options.

How will I know if my transaction was processed?

All transactions are processed overnight. At the time of your transaction you can get a receipt indicating your transaction has been completed; or check your Leave and Earnings Statement to ensure the deductions are being withheld for the transaction you made.

